

Top 10 Career Fair Survival Tips



... How to Navigate Successfully at a Career Fair

Top 10 Survival Tips: Today's Overview

Start Here

Before the Career Fair

- # 10. Update Your Resume
- # 9. Research the Companies
- # 8. Prepare Your Introduction

During the Career Fair

- # 7. Introduce Yourself & Network
- # 6. Ask the Employers Questions
- # 5. Collect Data/Take Notes
- # 4. Broaden Your Focus

After the Career Fair

- # 3. Prepare for Interviews
- # 2. Ask the Right Questions
- # 1. Visit the C4ISR

End Here

Before the Fair:
10. Update Your Resume

- Less is more
 - Don't include irrelevant information
- Be sure to include the important items
 - Keep it job related & career focused
- Follow the provided format
 - The flow of information is important
 - Make it easy to review
- Make plenty of copies



Before the Fair:

9. Research the Companies



- Know which companies will be attending the fair; review the list provided to you
- Read up on those companies of interest
 - See what they do, where they are located, what openings they intend to fill
- Set a plan of action
 - You won't be able to visit all employers
- Reserve some time for the unknown
 - You may find new companies of interest, it might be crowded, some conversations may take longer than you predict

Before the Fair:

8. Prepare Your Introduction

- Employers are looking for specific information
- Know what you're going to say ahead of time



- Prepare your “30 Second Commercial”
 - Use the tool we share with you
- Your goal is to make a good first impression

During the Fair:

7. Introduce Yourself & Network

- Address the employers with confidence
 - Present your “30 Second Commercial”
- Provide employers a copy of your resume
 - Point out relevant areas
- Expect some questions from them
 - What type of position do you want?
 - What are your career interests?



During the Fair:

6. Ask the Employers Questions

- Ask them relevant questions if they don't come up in conversation
 - What positions are available?
 - What is the time line for when they intend to hire?
 - What is their hiring process?



During the Fair:
5. Collect Data

- Be sure to take notes on each employer
- All employers do things differently
 - Some ask you to submit your resume through their web site
 - Others will contact you directly
 - Know when to follow up with the company

During the Fair:

4. Broaden Your Focus

- Visit additional employers and keep an open mind
- Career Fairs are meant for you to learn more about new companies as well as those you know
- Take brochures from companies to use as a reference later
- Visit their web sites afterwards to do more research on them



After the Fair:

#3. Prepare for Interviews

- Review the handout we provide for successful job interviews
- Be ready to discuss your major accomplishments and your future intentions
- Take a fresh copy of your resume
- Know the background of the company by reviewing their web site
- Know the market salary for the position
- Remain confident and try not to be nervous



After the Fair:

2. Ask the right questions during the interview

- Can you have a copy of the job description?
- What's the work environment like?
- What's the salary for the position?
- What sort of benefits do they offer?
- What type of advancement opportunities do you offer?
- When will they be making their final decision and how will you know if you've been selected?

After the Fair:
1. Visit C4ISR

- The Department of the Army ranked one of the top ten Federal workplaces for 2007!
- We offer job positions for all fields of study
- C4ISR offers permanent, full-time employment and part or full-time employment for those still in school
- We offer exciting careers, competitive salary and benefits



Questions?

Good luck during your
career search.

